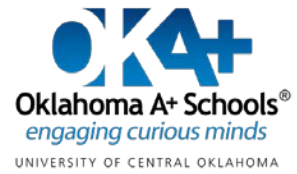


Common OKA+ Terms and Definitions

Begun by Amber Gunter, Regional Coordinator, and collaboratively continued; Rev. 2012



- **5-Day Institute:** A summer meeting for new OKA+ Schools.
- **A+ Essentials™:** A set of commitments providing a framework on which we operate at every level of A+ schools. These eight essentials remain constant. Based upon need and resources, they are addressed in various ways.
- **Agreement Setting:** A process by which a group comes to consensus about how members will interact and support each other's best work. (see *Agreement Setting*)
- **Assignment Confirmation Form (ACF):** The document confirming a paid assignment with OKA+ Schools during the school year. It provides the opportunity to get approval for purchasing supplies on the rare occasion that is needed, and to ensure that OKA+ will reimburse the home district for a substitute.
- **Arts Essential:** A commitment to providing daily arts experiences in some way. This is not every art, every day, or always with an arts specialist, but the commitment to its importance in daily learning. How this is done varies from school to school.
- **Arts In Action:** An optional "arts for art's sake" session during the summer institute/conference that takes place early morning or late evening.
- **Arts Integration Workshop:** One of five sessions for individual schools during a 5-Day Summer Institute focusing on visual art, music, dance, drama, and multiple intelligences. Also, referred to as "101's." Can also be a workshop provided by the network for any and all interested teachers during the school year.
- **Climate Essential:** A commitment to providing a welcoming and safe environment in school. In OKA+ schools we find that when all of the Essentials are in place, the climate of the school is found to be welcoming to parents, students and community. How this is done varies from school to school.
- **Collaboration Essential:** A commitment to collaborating in the best interest of the child and his/her learning. This occurs all different ways: teacher to teacher, student to teacher, student to principal, teacher to parent, principal to community member, and every other configuration. How this is done varies from school to school.
- **Conference:** Refers to the 3-day, 2-day, and 1-day meetings for schools in the summer. All schools returning for their second time or more attend a conference.
- **Contact Person:** OKA+ Staff's first contact to the team assigned to a school's professional development. This person is responsible to see that each team member and the assigned OKA+ Staff Contact are copied in all emails and that all parties stay abreast of all communication and planning. This person also serves as contact between the school and the team assigned.
- **Curriculum Essential:** A commitment to having a coherent and openly shared plan of what is taught when during the school year. The shared nature of the information allows for greater collaboration among all parties and sharing of information and resources in a coherent and meaningful way.
- **Curriculum Map:** A year-long plan for a grade level or subject area showing when content, skills and objectives will be taught in the school year
- **Curriculum Mapping:** Reviewing the state-mandated curriculum (or curriculum currently in use for private schools) for a grade level or subject area and then creating a projected plan (year-long timeline) that deliberately integrates concepts and skills among various disciplines.
- **Diary Map:** A curriculum map that is documented as it actually happens throughout a school year. It is keeping a "diary" of the scope and sequence of curriculum as it is actually taught during a school year.
- **Elective Workshop:** A session during the summer institute/conference where several workshops occur simultaneously in which the participants get to choose which workshop they would like to attend.
- **Enriched Assessment:** A process for gaining a clear picture of student understanding.
- **Enriched Assessment Essential:** A commitment to gaining a clear picture of student understanding using types and sources of that information and using that clear picture to determine the next steps needed in planning.
- **Essential Question:** Main thematic unit question; broad, over-arching, big ideas question. (see *A+ Integrated Thematic Unit Development Purpose and Process* for additional characteristics)
- **Experiential Learning Essential:** A commitment to providing hands on and authentic experiences for students to use the information they are learning.

- Facilitate: To make easier; help bring about.
- Facilitating Teams: The team of A+ Fellows and Faculty that either work with a school during the summer institute/conference or lead a specific workshop.
- Facilitator's Agenda: The detailed outline and schedule of a workshop for use by the A+ Fellows and Faculty.
- Faculty: An OKA+ Schools Fellow-in-training, independent contractor. (see *Responsibilities of Fellows and Faculty in Summer Conferences*)
- Fellow: An OKA+ Schools professional facilitator, independent contractor, responsible for the experience of a school and representing the OKA+ network when assigned to provide a workshop or other experience. (see *Self-Evaluation and Reflection Document for Fellows*)
- Focus Question: Specific question for a topic or session; question for teachers as participants during a summer institute/conference session.
- Framework: The guide/planning tool for OKA+ Fellows and Faculty to follow when working with a school. Frameworks are used to guide an entire 5-Day Institute, a 3-, 2- or 1-Day Conference and all workshops (concurrent, arts integration) during the institutes/conferences. The workshops framework is also a useful planning tool for designing workshops in general.
- GoogleDocs: a free, Web-based word processor, spreadsheet, presentation, and form application offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users. OKA+ utilizes this tool specifically with Framework document collaborations. (<http://docs.google.com>)
- Individual School Session: A session during the summer institute/conference where a whole school group meets with its assigned A+ Facilitating team. Also referred to as Whole School Session.
- Informance: A sharing of information in an informal, not-yet-perfected way (as opposed to a performance – comes from “to inform” and “informal”).
- Infrastructure Essential: A commitment to using the finite resources of time, space, human resources, funds, and materials to support the type of learning environment described by all other essentials.
- Institute: Refers to the 5-day training for first year schools in the summer.
- Job-Alike Session: A session during the summer institute/conference when individuals in specific school positions (principals, grade levels, specialists, etc.) meet to network and share ideas. (see *Job-Alike Sessions – Guidelines and Process*)
- Ladder of Inference: Frequently referenced collaboration tool, see Common Docs page 6.5-6.6.
- Multiple Intelligences Essential: A commitment to recognizing and utilizing multiple learning pathways, such as Gardener's theory of Multiple Intelligences, Goleman's emotional intelligence, Bloom's taxonomy of the cognitive domain, and the latest in brain research.
- Networking Celebration: A celebration for OKA+ Fellows/Faculty and school participants during a summer institute/conference with entertainment from an A+ school's students, a network artist, or a collaborative arts experience.
- Ning: An online platform for users to create their own social Web sites and social networks. The purpose of the OKA+ site is to develop a network of A+ friends and associates for collaboration and networking with a goal of building better communication, understanding, and support. (<http://aplusokconference.ning.com/> is for the network; <http://aplusok.ning.com> is used by staff and OKA+ Fellows)
- Overarching Concept: The broad idea that connects an entire unit connecting multiple disciplines.
- Participant's Agenda: The basic outline of a session for use by the workshop participants.
- Present: To bring before the public; to bring to one's attention.
- Projected Map: A year-long plan for the scope and sequence of what will be taught during an upcoming school year.
- Regional Coordinator: Direct staff contact for all OKA+ schools. Provides site-visits and coordinates Professional Development requests.
- Site Coordinator: An individual in each OKS+ school who helps to gather and disseminate information; secondary point of contact for OKA+. (This position is known as A+ Advocate in Arkansas A+ schools.)
- Social Network: A Web site where one connects with those sharing personal or professional interests, place of origin, education at a particular school, etc.
- Team Time: A session during the summer institute/conference designated for a school to complete daily reflections and then use however they choose, generally spent without the A+ Facilitating Team.